

**FOREIGN VISITORS REQUESTING PAYMENT NEED APPROVAL FROM HR OFFICE BEFORE VISITING, UPON APPROVAL FILL OUT THE FORM ONE MONTH PRIOR TO ARRIVAL, ALL OTHERS AT LEAST 2 WEEKS BEFORE VISITING UCLA. NO EXCEPTIONS! BE AWARE THAT PAYMENTS CAN TAKE UP A MONTH TO BE PROCESSED. IF IT HAS BEEN MORE THAN A MONTH, CONTACT ADMINISTRATIVE SPECIALIST.**

DATE:

## VISITOR/GUEST SPEAKER FORM

**RETURN THIS FORM TO BRENDA TRUJILLO AT UCLA CHAVEZ DEPT, 7349 BUNCHE HALL, L. A., CA 90095-1559**

SPONSOR/PROFESSOR: \_\_\_\_\_

NAME OF VISITOR (last name, first name.) \_\_\_\_\_

DURATION OF STAY: (date: from-to) \_\_\_\_\_

PURPOSE OF STAY: \_\_\_\_\_

ARE YOU A UCLA AUTHORIZED VENDOR? \_\_\_\_\_ If so provide VCK# \_\_\_\_\_.

**If you have been at UCLA before and been paid for your service you might have a VCK number, let Administrative Specialist know.**

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS WHERE CHECK IS TO BE MAILED: \_\_\_\_\_

Social Security Number \_\_\_\_\_ 000-00-0000 \_\_\_\_\_

Have you worked at UCLA in the past 5 year? \_\_\_\_\_ **If so you are ineligible for an honorarium.**

U.S. CITIZEN  YES  NO

U.S. PERMANENT RESIDENT  YES  NO

IF NO ON BOTH ABOVE, VISA TYPE: \_\_\_\_\_

**(Photocopy of visa/I94 required for payment)**

**All non-citizens must fill out a "statement of citizenship" form – available from Accounting Office**

### J-1 VISA

MAY BE REIMBURSED FOR INCIDENTAL TRAVEL, MEALS AND LODGING. MAY RECEIVE HONORARIUM

All J-1 Visa holders will now be required to submit a copy of their DS-2019.

### B-1/B-2/WT/WB VISA

B-1/B-2/WT/WB VISA HOLDERS MAY BE REIMBURSED FOR INCIDENTAL TRAVEL, MEALS, LODGING AND HONORARIUM, if all of the following conditions are satisfied:

- The academic activities underlying the payment must be conducted for the benefit of UCLA:
- The duration of the academic activities conducted at UCLA (or at any other single institution making payment to such visitor) may last for no more than nine days; and
- The visitor may not have accepted other payment from more than five (5) institutions in the previous six (6) month period.

B-2/B-2/WT/WB VISA HOLDERS RECEIVING HONORARIUM PAYMENTS WILL NEED TO HAVE A SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN).

B-2/B-2/WB/WB Visa holders will not be required to submit a completed "Certification of Academic Activity" along with the request for all payment.

Amount of honorarium/reimbursement: \_\_\_\_\_

Funding Source/s: \_\_\_\_\_

Approval of payment: \_\_\_\_\_

Signature

Date

## Instructions for Guest/Visitors

1. Your speaker/visitor form should be filled out electronically or in legible handwriting and given to Brenda Trujillo, Administrative Specialist at Cesar E. Chavez Department of Chicana and Chicano Studies  
Email: [brendat@chavez.ucla.edu](mailto:brendat@chavez.ucla.edu).
2. Fill out the most recent W9, it can be found at <https://www.irs.gov/> and upload form to <https://vendor.accounting.ucla.edu/w9>. Read instruction when uploading. Once uploaded, send email to Brenda Trujillo, Administrative Specialist letting her know. Upon approval from UCLA Accounts Payable an account as a vendor will be created by their office and Administrative Specialist notified. Once created, a payment is processed. If a W9 can't provide, please contact Administrative Specialist [brendat@chavez.ucla.edu](mailto:brendat@chavez.ucla.edu)
3. Before visiting be sure you are eligible to visit, if you have worked at UCLA in the past 5 years you are ineligible for an honorarium.

## Instructions for Professor/Sponsor

1. Make sure to fill out the bottom portion of the form and sign. **Failure to completely filling out the bottom portion of the form, may result in payment delay to your visitor.**
2. Provide FAU, if funding is coming from OID fund number is provided, on the drop down box. If you don't know your fund number contact Christopher Palomo. If you are using an OID fund number be aware that you must have an approval letter from OID to select this option. **Failure to provide fund number may result in delay in payment .**